

D/810/ES/USC/1944

## FUNCTIONS AND ORGANIZATION OF USO PROGRAM SERVICES DIVISION

### A. Functions:

- I. To make available to agency headquarters regional staffs and local operations the program services in various areas agreed upon by the USO Program Committee; to make similar services available upon request, to other sections of USO, such as Community Conducted Operations and Mobile Services and to provide a means of coordinating the agency program services.
- II. To assist the agencies in coordinating those aspects of their program which are distinct and separate, but which require some degrees of coordination.
- III. To act as a liaison in the field of program between the agencies and those outside organizations who wish to deal with them primarily through USO; for example, Special Services Division and, at times, the FSA and other social groups *with national interests.*
- IV. To explore the possibilities of joint approaches to various aspects of the program; to weigh the advantages and disadvantages of such an approach in particular instances; and to ~~interpret~~ *interpret* this position in the light of those common principles agreed upon and subscribed to by the six agencies.

### B. Organization:

The principle of organization to be followed is one that aims at giving a diverse, specialized service under the guidance of a philosophy of program methods and objectives that permeates, motivates and unites the different services.

#### I. Personnel

- a. Director of Program Services
- b. Associate Director of Program Services
- c. Program Adviser of Community Conducted Operations
- d. Program Projects Adviser
- e. Specialists

#### II. Functions of Personnel:

##### A. Director:

1. To direct the activities of the Program Division in terms of the functions described above. (see attached statement for description of functions.)
2. To supervise, coordinate and relate the work of the specialists to the needs of the field in terms of the above functions.

B. Associate Director

1. To assist the director in general functions and in other well-defined and agreed-upon areas of responsibilities. (To be described in job analysis.

C. Specialists:

1. To make available services in their respective specialties to the field, to regional staffs and agency national program staffs through the media of written material, visits, participation in training programs, and material resources.
  - a) A job analysis of each specialist will be attached.

Program Staff

Program Specialists

Arts and Crafts  
Dramatics  
Music  
Social Recreation

To be Engaged

Education  
Consultant on Services to Individuals  
Motion Picture  
Writer